

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer of the fire department. The incumbent of the class is responsible for managing all services of the department, as well as for overseeing equipment and property and managing all assigned personnel. The Fire Chief has direct responsibility for budgeting, for providing necessary records and reports, and for performing public relations duties, in addition to managing department operations at the scene of a fire or other emergency. The employee of this class works with a high degree of independence in the performance of required duties, reporting to and having work reviewed by the Mayor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department, including planning, organizing, and overseeing all functions and services performed by the department, managing all equipment and property of the department, and directing all employees. Sets management policies, goals, and objectives for the department. Evaluates the effectiveness of the various divisions of the department and takes appropriate action to correct problem areas.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Develops changes in department operations which will help the city improve ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in answer to requests or as required to handle needs of the fire department.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and determines action to be taken in reply. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions.

Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares and

submits an operating budget for the department, including compiling necessary information and preparing expenditure estimates.

Makes decisions concerning what information should be included in all records of the department, and determines in what form this information should be kept. Provides for the maintenance of all department records, such as personnel records, records of activity, and inventory records.

Serves as department representative at all required meetings, gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Gives talks and conducts demonstrations for school and civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies.

Directs operations at the scene of a fire or other emergency. Performs size-up of the emergency scene and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, and overhaul. Takes charge of all safety procedures at the emergency scene. Directs the handling of emergencies involving hazardous materials.

Supervises all employees of the department, assigning work, reviewing reports, and evaluating work performance. Provides for on-the-job training. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending disciplinary action to the appointing authority.

Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet needs. Conducts formal training classes for department employees.

Directs a program of fire inspections to determine the existence of potential fire hazards. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of arson. Assists arson investigation personnel, and testifies in court when required.

Supervises the general care of all vehicles, equipment, and property of the department. Arranges for repairs and maintenance, and inspects equipment and property after repairs to see that these were properly accomplished. Directs the

testing of equipment to insure that it meets all applicable federal, state, and local standards. Writes specifications for new department equipment and prepares them for public bids. Purchases equipment and supplies, keeping such purchases within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least four (4) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in classified fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities at the rank of captain or above. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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